

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Diversity and Compliance	Range: 26 (CL)	Management Salary Schedule
Date Revised:	December 8, 2015	Date Approved:	December 8, 2015
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Human Resources, the District Director, Diversity and Compliance, is responsible for providing leadership for the District's diversity program/initiatives and compliance with federal and state employment laws, including but not limited to, Equal Employment Opportunity (EEO), Unlawful Discrimination, Harassment, Title IX; and the Americans with Disabilities Act (ADA). Serves as the District ADA and Title IX Coordinator.

This position is also responsible for performing complex, technical and specialized duties related to human resources administration, and for the development and coordination of Districtwide employment diversity and Title IX activities as assigned.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists in the planning, coordination and monitoring of recruitment, selection and hiring processes to ensure equity and consistent application of procedures; recommends and develops strategies for the recruitment of diverse faculty and staff; participates in job fairs and related recruitment efforts; assists in the development of a network of community resources to promote equity and diversity.
2.	Compiles data and prepares reports related to District hiring and diversity; researches and prepares detailed statistical data, reports and surveys; coordinates special projects as assigned.
3.	Serves as chair of the District's Equal Employment Opportunity Advisory Committee; serves as a resource to campus diversity committees, in developing and implementing diversity initiatives, including but not limited to, the District's EEO Plan.
4.	Collaborates with the campus Title IX Coordinators and District Title IX Officer to ensure compliance with legal reporting and procedures.
5.	Monitors programs and activities as assigned to ensure compliance with laws, regulations and District policies and procedures regarding equal employment opportunity, harassment, unlawful discrimination, Title IX, and ADA.
6.	Serves as the primary District coordinator for the receipt of unlawful discrimination, harassment, ADA and Title IX complaints; conducts timely investigations of complaints and coordinates with legal counsel as directed.
7.	Develops and provides training on the District's hiring, equal employment opportunity, unlawful discrimination harassment, Title IX policies and procedures, and others as directed; conducts in-service training for faculty and staff to promote common understanding and consistent implementation of these policies and procedures.
8.	Oversees, reviews and edits the management information system pertaining to assigned activities; ensures data integrity and accuracy; researches and corrects problems as required; develops specialized reports.

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9.	Composes, reviews and edits a variety of correspondence, manuals and forms pertaining to assigned activities; maintains appropriate records and files regarding assigned programs and activities.
10.	Trains, supervises and evaluates personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Director, Diversity and Compliance maintains frequent contact with District employees, students, applicants, federal and state agencies, and outside legal counsel.

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EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's degree from an accredited institution in human resources, public administration, business administration or related field and four (4) years of related experience;

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Desirable Qualifications

Master's degree from an accredited institution with emphasis in human resources, public administration, business administration, or related field;

Management or leadership experience in the administration of in any or all of the following areas: equal employment opportunity, unlawful discrimination, harassment, Title IX and ADA policies and procedures;

Demonstrated experience handling complaints and conducting investigations;

Demonstrated high level of critical thinking, problem solving and analytical skills;

High professional standards and strong interpersonal skills.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state, and local laws, codes and regulations as they relate to equal employment

Opportunity (EEO), unlawful discrimination, harassment, Title IX and ADA compliance

Knowledge of Human Resources management principles and practices

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of appropriate software and databases and ability to use and develop computer applications including database, spreadsheets and word processing

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to conduct comprehensive investigations

Ability to develop and conduct training and educational programs

Ability to collect and analyze data and prepare clear and concise reports

Ability to work effectively under pressure with multiple responsibilities and projects

Ability to work confidentially with discretion

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

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WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds. Will require off-site duties and activities.
